



Manage Patient Population in VacTrAK

Manage Patient Population is a new feature that gives sites the ability to manage patient lists for patients that they “own” or have previously administered vaccines. It can be used to review and update [patient active/inactive status](#) for use in VacTrAK reports, reminder recall and coverage assessments.

After logging into VacTrAK, to manage patients owned by an organization/facility, click the **Patient** > **Manage Population** menu link as shown below.

The Manage Patient Population page opens as shown below.

Limit Report By ownership or service:

The ownership and service options work along with the Patient Status filter to determine which patients are displayed in the report. Use the guidelines below to produce the results that best meet your needs:

- For patients currently owned by the Organization/Facility (Active): Select *Search for patients owned by my Organization/Facility* and the Patient Status *Active*
- For all patients ever owned by the Organization/Facility: Select *Search for patients owned by my Organization/Facility* and the Patient Status *All*
- For current patients (Active) that have received service from the Organization/Facility:

VacTrAK Support Anchorage: 907-269-0312 | Toll Free: 866-702-8725 | Email: vactrak@alaska.gov

Website: <https://health.alaska.gov/dph/Epi/iz/Pages/vactrak/default.aspx>

- For all patients that have ever received service from the Organization/Facility: Select *Search for all patients that I have vaccinated* and the Patient Status *All*

Patient ID	Patient Name	Patient DOB	Last Vaccination Date	Owning Organization	Owning Facility	Organization Level Status
						Inactive Active Inactive Deceased

Patient Population Results

Show entries

Search:

Patient ID	Patient Name	Patient DOB	Last Vaccination Date	Owning Organization	Owning Facility	Status
			11/01/2015	B AND W TEST ORG	TEST FAC 2	Active
				B AND W TEST ORG	TEST FAC 2	Active
			09/01/2011	B AND W TEST ORG	TEST FAC 2	Active
			09/25/2017	B AND W TEST ORG	TEST FAC 2	Active
				B AND W TEST ORG	TEST FAC 2	Active
			12/01/2017	B AND W TEST ORG	TEST FAC 2	Active

Showing 1 to 6 of 6 entries

Patient ID	Patient Name	Patient DOB	Last Vaccination Date	Owning Organization	Owning Facility	Status
			11/01/2015	B AND W TEST ORG	TEST FAC 2	Active
				B AND W TEST ORG	TEST FAC 2	Active
						Inactive
						Deceased

Reset

Save

Page | 2